

Help Keep Diplomats Safe - Digital Housekeeping That Makes A Difference



Project Title	Help Keep Diplomats Safe - Digital Housekeeping That Makes A Difference
Project Summary	Flex your digital organization muscles and help the Regional Security Office (RSO) streamline data storage, standardize processes, and improve digital communications. Work with the RSO on various security programs to make operations more effective and more efficient.
Country	Mexico

Project Description

The Regional Security Office at the U.S. Consulate General in Nuevo Laredo, Mexico is tasked with protecting America's diplomats as they carry out the important work of the State Department. You can be a part of that effort by helping us to improve the efficiency and effectiveness of our operations. You will:

- Reorganize and rebrand the internal SharePoint site.
- Identify and utilize process mapping software to map office processes and build standard operating procedures.
- Research solutions within SharePoint, the ServiceNow architecture, or other software to automate processes.
- Develop standard templates for internal and external communications.

We need a curious and self-motivated individual who can explore information, recognize problems, and develop solutions with minimal direction. This is a great opportunity to learn about the exciting world of U.S. foreign policy and to get your work in front of experienced State Department leaders.

Required Skills or Interests

Skill(s)

Data analysis

Design thinking

Editing and proofreading

Website design

Additional Information

For more information about Diplomatic Security and the mission of the Regional Security Office, visit us at <https://careers.state.gov/ds/>.

Language Requirements

None